

Non-Appropriated Fund Activities

Announcement # NAF:003:04

Opening Date: 10/16/03

Closing Date: Open until filled

Position: Education Aide (CDC)/Entry Level; Education Aide (CDC)/Mid Level; Education Technician (CDC)/ Full Performance Level, CC-1702-I/II, Flex position 30+ hrs/week, \$9.24 - \$14.71 ph

Area of Consideration: All qualified applicants, local commuting area

Location: Morale, Welfare & Recreation Department, Child Development Center

Duty Station: Dahlgren, VA

Duties: The incumbent will be responsible for: providing appropriate developmental care and instruction for children in the Child Developmental Center; leading children in group and individual situations; attending to children=s needs as required; assisting in developing materials and supply lists necessary for use by children.

Qualification Requirements: The applicant must be 18 years old; a citizen of the United States, or foreign national serving on active duty as a member of the U.S. Armed Forces, or a dependent; a high school graduate or equivalent; able to lift and carry up to 40 pounds, walk, bend, stoop, and stand on routine basis. Basic eligibility will be determined by a review of the applicant's OF-612 or resume and consideration of relevant experience and training. The applicant should include all experience, training, education, awards, commendations and other information that is relevant to the job elements listed below. The applicant is urged to address each job element specifically.

Job Elements:

- 1) Knowledge of purpose and programs associated with a Child Development Center.
- 2) Ability to provide developmental care and instruction for children in a Child Care Center environment.
- 3) Ability to effectively communicate orally and in writing in English.
- 4) Ability to work with others.
- 5) Ability to follow verbal and written instructions.

How to Apply: Submit an application or resume and copy of last 2 performance appraisals.

Mail applications to the following address:

Naval Surface Warfare Center -Dahlgren Division
Quality of Life Division, Code CD25
17320 Dahlgren Road, Bldg 100
Dahlgren, VA 22448-5100

Conditions of Employment:

Background Check: Yes
Security clearance required: No
Supervisory/Managerial probationary period required: No
Drug test required: No
Permanent change of station travel may be authorized: No
Relocation services may be authorized: No

For Further Information: Call 540/653-7710